

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Monetary Charitable Collections in Schools****A. Generally**

Generally, cash collections for non-school organizations are prohibited, however, in unusual circumstances, the superintendent may approve applications from non-profit tax exempt organizations and from principals that contribute to the well-being of the community.

B. Collection Procedures

1. The superintendent or his designee shall devise a system whereby teachers are relieved of collection responsibilities.

2. Monetary collections for any given charity shall be made on one designated day per year, if possible.

3. Collections shall not be recorded or deposited in activity accounts nor shall receipts be required.

4. A representative designated by an approved organization in the application should be present at the school or worksite to receive collections for the charity, if possible.

5. Monies collected over a period of time must be stored in a locked enclosure with restricted access.

C. Liability

The School Board, its employees, and students shall not be held responsible for lost or misplaced funds. A properly executed document containing language to this effect shall be provided by any charitable organization requesting fundraising.

D. Written Request

The organization or school administration shall submit a written request at least one month in advance of the desired collection. If approval is granted, it shall be for that specific activity only.

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Monetary Charitable Collections in Schools (continued)E. Supervision

The principal of the school or the worksite supervisor shall be responsible for oversight of the charitable activity. Contact with staff and students must be with the approval of and through the school administration.

Approved by the Superintendent: February 12, 1991
Amended by the Superintendent: October 17, 1996